

PLEASE READ CAREFULLY

BOARD OF APPEALS FOR MONTGOMERY COUNTY, MARYLAND

1. Address all correspondence to the Chairman of the Board of Appeals, Council Office Building, 100 Maryland Avenue, Room 217, Rockville, Maryland 20850. Phone (240) 777-6600.
2. A filing fee is required in the amount of \$200.00** for single family residence; \$500 for single-family residence under construction or newly constructed; \$1,400 for multi-family dwelling or \$2,000 for commercial/industrial.

**If the variance is only for the existing non-conforming dwelling in excess of 20 years old, the filing fee is \$100.00.

3. Variance applications require that a Board of Appeals sign be posted on the property within three (3) days after the application is filed. A fee for the sign of \$100.00 is required; \$75.00 will be refunded **to the applicant when the sign is returned.**

NOTE: A check or money order, for the filing fee and the sign fee, payable to Montgomery County, Maryland is required at the time of filing. Cash cannot be accepted.

DATA TO ACCOMPANY APPEAL FOR VARIANCE

Each request for variance must be accompanied at the time of filing by **four (4) copies** of all pertinent information required. (No application can be accepted by the staff unless it contains all pertinent information and is accompanied by the required filing fee. See Section 59-A-4.3(c) of the Zoning Ordinance.)

1. Copies of the building application denial notice indicating variance(s) required from the Construction Permit Plan Review Office (see Section 59-A-4.3(b) of the Zoning Ordinance).
2. Survey plats or other accurate drawings showing boundaries, dimensions, area, topography and frontage of the property involved, as well as the location and dimensions of all structures existing and proposed to be erected, and the distances of such structures from the nearest property line (Section 59-A-4.2)
3. Plans, architectural drawings, photographs, elevations, specifications or other detailed information depicting fully the exterior appearance of existing and proposed construction, including signs, involved in the application.
4. Certified copy of official zoning vicinity map of 1,000 feet radius surrounding the subject property and other information to indicate the general conditions of use and existing improvements on adjoining and confronting properties. (Map may be obtained from the Maryland National Capital Park and Planning Commission, 8787 Georgia Avenue, Silver Spring, Maryland 20907) (Tel. No. 495-4610)
5. List of adjoining and confronting property owners (see Section 59-A-4.46) as reflected by the State Dept. of Assessment and Taxation records and as are entitled to notice, and local citizens associations and any municipality or special taxing district within whose boundaries the subject property lies. (Tax Records located at 1 Metro Building, 51 Monroe Street, 3rd Floor, Rockville, Maryland) (Please use Form 5)
6. All additional exhibits which the applicant intends to introduce.
7. A summary of what the applicant expects to prove, including the names of applicant's witnesses, summaries of the testimonies of expert witnesses, and the estimated time required for presentation of the applicant's case.

Please consult Section 59-G-3.1, Chapter 59, Montgomery County Code 1994, as amended regarding the Board's authority to grant variances.

**BOARD OF APPEALS
FOR
MONTGOMERY COUNTY, MARYLAND
(240) 777-6600**

Docket No. A-
Date Filed _____
Hearing Date _____
Time _____

PETITION FOR VARIANCE UNDER ZONING ORDINANCE
(Please Note Instructions on Reverse Side)
(PLEASE PRINT)

Name of Petitioner(s): _____

Address of Petitioner(s): _____ City _____ Zip _____

Description of property involved: Lot _____ Block _____ Parcel _____ Subdivision _____

Street and No. _____ Town _____ Zone Classification _____

Appellant's present legal interest in above property (check one): _____ Tax Account No. _____

_____ Owner (including joint ownership) _____ Other (describe) _____

If not owner, name and address of owner: _____

What variance is requested, and what is the pertinent section of the Zoning Ordinance: _____

What is the particular requirement(s) from which a variance is desired, in that section or subsection: _____

Check existing reason(s) why the Ordinance requirement(s) in question would result in practical difficulties for the owner property:

_____ narrowness _____ shallowness _____ shape _____ topography _____ other

Describe briefly: _____

What is the date of recording of plat of present subdivision if any: _____; or, if property is unsubdivided, either give the date on which a deed conveying the identically-bounded tract was first recorded or state that such a deed was first recorded prior to March 6, 1928: _____

Briefly describe the practical difficulty for the owner if the requested variance is not granted: _____

Has any previous petition or appeal involving this property been made to this Board, or the former Board of Zoning Appeals by this Appellant, or by anyone else to this Appellant's knowledge? _____. If so, give Case Number(s): _____

Further comments, if any: _____

I have read the instructions on the reverse side of this form and am filing herewith all of the required accompanying information.

I hereby affirm that all of the statements and information contained in or filed with this appeal are true and correct.

Name of Attorney/Agent –
(Please print next to Signature)

Signature of Petitioner(s)
(Please print next to signature)

Address of Attorney

Phone Number

Home Phone Work Phone